## 11.7 PBV Choice-Mobility Plan Template (Addendum to PHA Plan and Housing Choice Voucher Administrative Plan)

**Implementation of resident Choice-Mobility rights in RAD PBV developments**

All existing residents of properties converted under the Rental Assistance Demonstration (RAD) using Project-based Vouchers (PBVs) have a right to request a tenant-based Housing Choice Voucher (HCV). This document sets out housing authority’s policies and procedures for implementing theseChoice-Mobility rights.

A. Statement of resident Choice-Mobility rights

1. Residents of RAD properties may obtain a Housing Choice Voucher the later of one year from the effective date of the HAP contract or one year after the move-in date.
2. Residents retain the right to request a Housing Choice Voucher at any point after the first year of occupancy for as long as they live at the property.
3. If an eligible resident receives a Choice-Mobility voucher but does not succeed in leasing a rental unit on the open market, they retain the right to stay in their current unit so long as the resident has not yet provided notice to vacate to the owner.
4. Eligible residents of a RAD PBV property who request a Housing Choice Voucher have priority to receive a Housing Choice Voucher [up to a cap].

B. Notice to residents

1. [PHA] will give plain language notice (attached) to all residents of Choice-Mobility rights and procedures at multiple points in time of the RAD conversion, including at closing/conversion of the RAD property, at the RAD lease signing, and four months prior to when they first become eligible for a voucher, as well as written and oral notice at any resident meetings. After the first year, notice will also be provided to all existing residents at least annually, including at recertification, and to new residents as part of their initial briefing.
2. [PHA] will maintain a plain language webpage explaining Choice-Mobility, including prominent links to this policy, PDF of the plain language notice, and a Choice-Mobility voucher request form that can be either printed or filled out online.
3. [PHA] will offer in person meetings at least twice a year with RAD residents to explain the Choice-Mobility option, and to provide access to training opportunities set out in section D.1 below.
4. All notices, request forms and web-based materials on Choice-Mobility (as well as any other communications with residents concerning Choice-Mobility) will be translated and made available in other languages pursuant to HUD’s LEP requirements and [PHA]’s language access plan (if one has been developed). This same information will also be effectively communicated to persons with disabilities.

C. Processing Choice-Mobility requests

1. [PHA] will provide a plain language Choice-Mobility request form (attached) to any resident who asks for one. [PHA] will provide clear guidance to the resident regarding how to obtain a request form and the process for submitting it.
2. Any resident who satisfies the one-year waiting period is eligible to request a Housing Choice Voucher; no additional screening is required.
3. Once a request is received, [PHA] will confirm whether the resident has lived in the property for the period required to be eligible. If the resident is eligible, they will either be issued a voucher if [PHA] has one available or will be notified that they have been placed on a Choice-Mobility Priority List in the order that requests were received. [PHA] will send the resident an acknowledgment of the receipt of the request and placement onto the list. [PHA] will promptly issue the next available voucher for residents on the list.
4. When a resident reaches the top of the Choice-Mobility Priority List and the PHA has an available turnover voucher, the [PHA] will promptly schedule a meeting with them. At the meeting, [PHA] staff will explain how the Housing Choice Voucher program works, schedule when the voucher will be issued, and go over the basic requirements of the HUD portability rule (explaining the benefits of living in a low poverty area, explaining the PHA’s area of operation and the resident’s portability rights, and providing access to apartment listings that include lower poverty neighborhoods, etc.), and [PHA] will refer the resident to housing mobility counseling services, if available. [PHA] will also explain the steps that residents must complete when making the transition from the PBV to the HCV program and will coordinate between departments to facilitate the transition.
5. [Optional provision for PHAs that implement turnover voucher inventory cap:] Given that, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP Contract administered by [PHA] exceeds 20 percent of [PHA’s] authorized units under its HCV ACC with HUD, [PHA] is voluntarily choosing to adopt a voucher inventory turnover cap. [PHA] is not required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. [PHA insert specific information about limitation the PHA has adopted here.] [PHA] will create and maintain a Priority List in the order in which the requests from eligible households were received.
6. Choice-Mobility HCV families will have the same rights to extend their search times as any other HCV family, but if they fail to find a unit within the maximum allowable search time, they will retain all of their rights as a resident in the RAD property.
7. Residents who receive a voucher but fail to use it may request again, if they are still living in the RAD property.

D. Maximizing the potential of Choice-Mobility

1. Experience with housing mobility programs around the country has shown that advance preparation and training expands the ability of families with Housing Choice Vouchers to access units in high opportunity areas. To improve the success of families who may be interested in Choice-Mobility, [PHA] will offer all interested residents in RAD properties access to training sessions on financial management/credit repair, basics of conducting a housing search and applying for private housing, and fair housing/landlord-resident rights.
2. Housing search time limits can greatly affect the ability of families to use a voucher, especially in harder-to-rent areas. To increase the chances of securing housing, [PHA] will approve requests to expand search times.
3. Comprehensive housing mobility services have been shown to significantly expand access to lower poverty, high opportunity communities for families with Housing Choice Vouchers. Although [PHA] does not currently have funding for comprehensive mobility services, we will apply for funding for such services as soon as funding becomes available from HUD. In the meantime, [PHA] will provide the following assistance to RAD residents who request Choice-Mobility:
4. Provide all information required by HUD’s portability rule to all HCV families.
5. On a weekly basis, scan rental listings for available units in low poverty neighborhoods in the housing market that are within the HCV payment standards, and disseminate listings to HCV families searching for units.
6. [Optional]: Funds permitting, PHA will also provide [insert security deposit, moving fees or other expenses authorized by Notice PIH 2022-18(HA)].